Individual and Group Based Activities
A Guide for Host Organisations
Mission Providence is a leading provider of services that empower people to find lasting employment and realise their full potential.

Formed in 2014 as a joint venture between Mission Australia and the Providence Service Corporation, we work together with government, employers, partners and clients to help people create better futures for themselves, their families and for the communities in which they live.

Based in 65 different locations, we are a high performing organisation that can share expertise, business intelligence, infrastructure and networks to enable partners and their clients to realise their potential through support, guidance and opportunities.
A Guide for Potential Host Organisations for Individual and Group Based Activity Hosted Placements.

A totally new approach in delivery for job seekers required to undertake ‘Work for the Dole’ Group Based Projects.

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What is Work for the Dole?

Work for the Dole (WfD) is an Australian Government funded program that provides actual hands on work skills for eligible job seekers who have a Mutual Obligation.

Through Work for the Dole many unemployed people satisfy their Mutual Obligation participation requirements to give something back to the Australian community. In return for their unemployment payments from the government, they undertake practical skills in the community that will assist them to increase their employability so that they can move on to paid employment opportunities.

Aim of Work for the Dole

- The aim of Work for the Dole is to provide flexible work skills placements for job seekers that will benefit local communities.
- By undertaking Work for the Dole, job seekers will develop their ability to work as part of a team, take direction from an on-site supervisor, work independently, communicate effectively, and improve their motivation and dependability while assisting them towards paid employment.

What is a group based activity?

A group based activity will normally be with a single site area, for a number of job seekers undertaking similar tasks and duties at that host site.

A group based activity will require the completion of an activity application detailing all aspects of the proposed activity. We are able to assist you with this requirement.

There is funding available for group based activities and we can also assist you in this area.

The number of job seekers in a group based activity will vary depending on the project and work being required to be undertaken within the 26 week Mutual Obligation period.

Our Work for Dole Coordinators will work closely with your organisation and Employment Providers to help you host the Work for the Dole program.
Your organisation can assist job seekers to gain the skills and experience they need to move from welfare to paid employment.
Who can help your organisation to become involved?

Your organisation can make a positive contribution to the local community by hosting a Work for the Dole participant.

Our Work for Dole Coordinators will work closely with your organisation and Employment Providers to help you host the Work for the Dole program.

Employment Providers will continue to support the job seeker while they are in the Work for the Dole place and liaise with your organisation on a regular basis.

Which organisations can act as hosts?

Work for the Dole activities can be hosted by not-for-profit organisations such as:

- Charities, church and religious groups, local community associations and service organisations, or local, state, territory or Commonwealth Government organisations or agencies, including not for profit jobactive providers and publicly funded organisations, both private and public, that provide services for their local community.

- Local, state/territory and Australian Government organisations and agencies.
- Landcare groups/other land management groups.
- Natural Resource Management Regional Bodies, Catchment Group/Committee.
- Indigenous community organisations.

For-profit organisations are not eligible to be a Host Organisation for Work for the Dole program.

Work Experience Host Organisations must not have any convictions under industrial, WHS or workplace laws.

The aim of Work for the Dole is to provide flexible work skills placements for job seekers that will benefit local communities.
What benefit will my organisation receive from acting as a host?

By hosting a Work for the Dole placement your organisation can assist job seekers to gain the skills and experience they need to move from welfare to paid employment. Participating job seekers can also contribute to your organisation through the activity they are undertaking.

What sort of Work for the Dole activities can be done?

The emphasis in this new Work for the Dole program is on individual placements with host organisations. While community group based projects will still be permitted (e.g., construction of public walking paths) the priority is on finding individual work-like places.

Work for the Dole places cannot replace paid work positions, or reduce paid hours for paid employees. Places must be for tasks that would not normally be conducted or completed without this additional resource.

Funding – value for money

Yes – There is some funding available in order to facilitate activities. In the case of individual activities, this may be a fee to offset some costs of the Host Organisation hosting the placement. In the case of group activities, Employment Providers and the Department have an expectation and requirement that the activity and budget will be developed with a view that it will provide workplace skills development opportunities to the jobseeker, and facilitate employment outcomes. All items purchased should be done with this in mind and be costed with ‘value for money to the Tax payer, and public funds’.

Sub-contract – the Host Organisation will be required to undertake and enter into a Sub-contract or Host Agreement in relation to the delivery of the WfD Services, within a group activity.

At the completion of a group based activity the Host Organisation will be required to provide evidence of expenditure of all the funds that have been agreed upon in the original activity application and Sub-contract.

Some examples of Work for the Dole placements include:

— Retail work in not-for-profit stores such as those operated by major charity organisations.
— Providing additional assistance in the administration areas of eligible organisations.
— Gardening or maintenance activities in schools or aged care facilities. However, no caring, teaching or direct supervision roles will be allowed.
— Rehabilitation works of public parks and roadways.
— Restoration of community facilities.
— Activities must not be in pre-schools or child care facilities.

Job seekers placed in Work for the Dole activities will need to undertake all required training and pre-placement compliance activities, such as police checks (if placement requires) and Work, Health and Safety induction training, as well as the required skills training to use individual tools and other pieces of equipment. We will support you with this.
Factors to be considered – Host Organisation roles and responsibilities

Work for the Dole Host Organisations need to understand their roles and responsibilities including:

a. Appropriate lines of communication with the Work for the Dole Coordinator, Employment Providers, jobs seekers, supervisors.

b. Adherence to appropriate legislation, privacy principles and appropriate insurance coverage.

c. Providing relevant Work for the Dole, hands-on work experience activities for job seekers.

d. Managing the placement of job seekers in their Work Experience Activity and to ensure the success of the activity and placement.

e. Ensuring an appropriate person employed (on-site supervisor) by the Work for the Dole Host Organisation is present at an activity location to provide adequate supervision at all times.

f. If job seekers are associating with children or vulnerable people, to have a higher degree of supervision in place.

g. Arranging a criminal record check for supervising personnel, where necessary.

h. Ensuring relevant WH&S legislative requirements are met, and providing any necessary site – induction training including WH&S training for any new elements of any activity.

i. Reporting and keeping records on job seeker attendance (e.g. timesheets) and notifying of any unauthorised absences.

j. Notifying the Work for the Dole Coordinator and Employment Provider of a job seeker’s withdrawal from the activity site as soon as possible so that another commencement can be arranged where necessary.

k. Reporting any incidents at the time or within 24 hours of the incident.

l. Allowing Providers and/or the Department to access the job seeker and the activity site for the purpose of activity promotion, monitoring participation and activity progress, and any other Department requirements, including auditing.
Do Host Organisations have to provide insurance for participants?

Work Experience Host Organisations are required to obtain and maintain all relevant insurances to an appropriate level of coverage.

- Public Liability insurance required
- Appropriate insurance cover for staff, premises and equipment, and
- Third party insurance for motor vehicles.

(Minimum of 10 million dollars of Public Liability insurance required) Copies (Certificate of currency) of all these insurance documents must be provided when signing a Host Agreement.

The Department of Employment purchases personal accident insurance and public and/or product liability insurance to cover job seekers undertaking Work for the Dole activities.

The insurance purchased by the Department covers job seekers undertaking the aforementioned specific types of Work Experience. However, there are some restrictions on tasks the job seekers cannot undertake.

Suitable Host Organisations will be required to enter into a Host Agreement prior to any job seeker commencing on the host site.
Your organisation and Work for the Dole

Activity time
The normal average activity time is 26 weeks. This time period will allow job seekers to meet their Mutual Obligations.

What do the job seekers do?
Job seekers undertake a Work for the Dole placement and sign an agreement to undertake the Work for the Dole activity for a specific period of time, which is dependent on a number of factors, including their age, and benefits.

Job seekers are obliged to attend their Work Experience Placement for a minimum number of hours per week – subject to them not being on paid or part time employment. As paid employment will always take precedence over a Work for the Dole placement.

<table>
<thead>
<tr>
<th>Job seeker age</th>
<th>Obligation hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 to 29 years</td>
<td>25</td>
</tr>
<tr>
<td>Over 30 years</td>
<td>15</td>
</tr>
</tbody>
</table>

For further and more detailed advice and assistance please contact your Mission Providence Work for the Dole Coordinator – or contact any of the Employment Providers who can also assist.

These staff are specially trained to assist you in hosting a Work for the Dole job seeker.

Job seekers are obliged to attend their Work Experience Placement for a minimum number of hours per week